

# Job Announcement

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<b>Opening Date:</b>	August 14, 2014	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Drug Court Coordinator	<b>Position Type:</b>	Contractual Full Time
<b>Pin:</b>	940188	<b>FLSA Status:</b>	Exempt
<b>Locations:</b>	District 1, Baltimore City Baltimore, Maryland	<b>Grade/Entry Salary Range:</b>	J15 \$52,681 - \$63,137 (Depending on Qualifications)
<b>Financial Disclosure:</b>	Yes		

## Regular State employees subject to promotion/demotion policy

**Essential Functions:** The Drug Court Coordinator will serve as the Problem Solving Courts (PSC) Coordinator responsible for the overall planning, management oversight, and daily operations of the Drug Court Program in District 1, Baltimore City. This position administers and maintains records of all Office of Problem Solving Courts (OPSC) grant awards and ensures timely and accurate delivery of the grant reports to the OPSC. The Coordinator also researches, writes, and acquires internal and external grant funding and manages the program budget; submitting quarterly financial and statistical reports. In addition, the incumbent performs needs assessment involving program related training and improvements, supervises a team of Drug Court Case Managers, assigns cases for case management, reviews work completed by staff, oversees personnel actions and training of staff, participates in court proceedings, and communicates with outside agencies and organizations. Performs all other duties as assigned.

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** Three years of progressively responsible administrative experience to include project or program management in the fields of addictions, human/family services, health services, court management, public safety or law enforcement.

**Preferred:** Previous experience managing or supervising large scale projects or programs. Working knowledge of the Maryland Rules of Procedures. Experience and knowledge of the operations of the District and Circuit Court systems of Maryland.

**Notes:** Must have a valid Maryland driver's license. Clinical licenses and certificates are not required for this position.

**Skills/Abilities:** Knowledge of accounting principles related to budgeting and management of program funds. Ability to communicate effectively, follow directions, facilitate meetings, conduct presentations. Ability to create and maintain critical relationships with organizations and work to enhance the PSC team, business and community partners. Knowledge of the general provisions affiliated with substance abuse and mental health services, correctional/community supervision requirements. Ability to assimilate within the court process, adhere to established protocols, manage deadlines, provide high level of customer service and disseminate information accurately and appropriately to participants and the public. Ability to exercise a high degree of confidentiality, judgement, tact, diplomacy, and competence in dealing with Judges, attorney's, court personnel, service providers, the public and participants. Ability to take directives, work independently, write, research and monitor internal and external grants. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary, HR Dept.  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.